Data Elements for
Information Technology Inventory

Upon entering ISIS, the user is presented with two choices: Applications or Assets. GITA distinguishes between Commercial-off-the-shelf (COTS) software and custom-developed software applications. Both kinds of software are tracked, but separately. Applications include all custom-developed software and Assets include both hardware and COTS software.

APPLICATIONS

Data collected on custom-developed software applications include the nature of the application, so a description as well as categorization is requested. The operational platform(s), database(s) used, programming tools used for development, its current lifecycle state and whether it is a critical application are also of interest as well as whether it is a critical application for agency business or not. COTS software is listed for inventory purposes under Software, then its appropriate category. For instance, Acrobat Reader can be found under Freeware while Acrobat is found under Utilities.

Definition of Data Elements

Application Name: The name of the application is required, either the official name or the most popularly used name of the application.

Application Description: A very brief description of use and/or purpose of the application.

High Level Category: A choice of 8 high-level categories are provided including, public information, public transaction, agency administration, intergovernmental transactions, program management, government to business, criminal justice, e-government. If none of the other selections seem applicable, choose "Agency Administration."

Functional Adequacy: The users' assessment of the functionally adequacy of the application. Select high, medium or low.

General Category: This field further categorizes the application into ten functional bins; namely, asset management, case management, data warehouse, data mining, document management, financial, geographic information system, grant application, human resources, and licensing. Use the "Other" selection, if none seem appropriate.

Strategic Importance: This field signifies an evaluation of the strategic importance of the application to the agency's mission. It is possible for an application to have high strategic importance and yet be listed as non-critical. Select high, medium, or low.

Application Platform: Select the operational platform for this application; namely, Mainframe, Minicomputer, Server or Stand Alone PC. For UNIX systems, select SERVER for any multi-tasking application running on a UNIX platform; i.e., more than one person has simultaneous access. Choose "STAND ALONE PC" for UNIX applications where the software is directly accessed using the computer in which the application resides.

Lifecycle: Choose the current lifecycle stage; namely,
- Development, if the application has not yet been placed in production,
- Enhancement, if the application is being upgraded/ updated,
- Maintenance, if the application is operational,
- Retirement, if the application will soon be or is no longer in service.
  (The application may also be deleted, if it is no longer in service.)

Database: Select the database product that captures the information within the application. If the database is not listed, select OTHER and provide the database name in the OTHER field.

Presentation Type: This field indicates the type of user interaction or experience with the application; namely,
- Client/Server for all non-web applications that have a graphic user interface (GUI).

- CRT for dumb terminals and for DOS applications on PCs.
- Terminal Emulation for applications with CRT-like presentations that are accessed using a PC and may have GUI like characteristics because of third party software.
- Web-based for applications on the Internet.

Origin: This field identifies the source of the application, when it was originally acquired by the agency. The options are Contractor, Purchased, In house Development or Combination. Choose "Combination", if the application was acquired using more than one of the listed sources.

Critical: Choose "Yes", if this application is critical to the conduct of business by the agency. For instance, if public health or safety is in jeopardy when this application is not working for longer than 24 hours; or if legal suits may be filed against the agency when the application is not working within 72 hours; or if there is a court order or statutory requirement for the application to be available within specific time frames. It is possible for an application to have high strategic importance and yet be listed as non-critical.

Program Tools: Select as many program tools as necessary from the list provided and hold down the control key while clicking on more than one program tool listed. If you don't see a particular program tool, you may select OTHER and type it in the Other field.

Estimated Users: The estimated number of people that regularly use the application, rounded to the nearest whole number.

FTE State: The number of full-time equivalent state employees, rounded to the nearest whole number, who maintain the application.

FTE Consultants: This field contains the number of full-time equivalent consultants (non-state employees), rounded to the nearest whole number, that maintain the application.

Comments: This optional field is for agency use in any manner they choose.

Note: The Comment field is required, if you selected OTHER in the Database or Program Tools fields.

All of the above fields, except Comments, are mandatory.

ASSETS: HARDWARE AND SOFTWARE
Hardware and software assets are the largest portion of the IT inventory requirement usually taking the most time to complete and are, perhaps, the hardest to keep up-to-date. However, this information provides the most useful data to IT stakeholders and is most useful for agencies wanting to manage their assets. IT inventory is structured into six asset groups; namely,
- End user devices (such as PCs, laptops, printers, or scanners)
- Mainframes,
- Minicomputers,
- Servers,
- Software that runs on all of above devices,
- Telecommunications,

Within each asset group, there are a variety of asset types. For instance, under End user devices, printers, scanners, plotters, PCs, and laptops are some of the available categories. Under each asset type, a variety of manufacturers are also provided along with the option of OTHER. It is preferable that OTHER is used as a last resort as it provides no information to GITA. A description of OTHER is needed in the COMMENTS field so that these products can be added to the current list of manufacturers. GITA can also be contacted to get a manufacturer added to the database, which takes only a matter of minutes.

Definition of Data Elements for Assets, both Hardware and Software

Location: This optional field is strictly for agency use. The agency determines whether this field is used and how locations are reported. However, it is suggested that no commas be used inside this field.

City: This optional field is for agency use only.

Manufacturer: This required field contains the manufacturer of the item. A menu of manufacturers and software publishers is provided for the agency to choose from. If the manufacturer of the product is unknown, choose OTHER.

Serial Number: For hardware assets, either the Serial Number or the Asset Tag Number must be provided in order to save the information. Additionally, Serial Number for software assets is required to save the record. If the agency doesn't want to place actual serial numbers for software within ISIS, any unique alpha-numeric series is acceptable.

Asset Tag Number: For hardware assets, either the Asset Tag Number or the Serial Number is required in order to save the information.

Asset Group: This required field organizes all assets into categories. Choose from the drop down list in the field. Whatever is selected in Asset Group will determine possible choices in Asset Type.

Number of Licenses: This required field is for software assets only, allowing the agency to report identical software assets in aggregate. For example, if the agency has 100 copies of Office 97, then place "100" in this field. However, agencies may report software packages individually by inputting serial numbers for each package, if they so desire. In that case, the number of licenses would be recorded as "1" per record.

Asset Type: This required field that organizes assets into categories. Choose from the drop down list in the field. Whatever is selected in Asset Type will determine choices in Asset Code. There is an "Other" selection, if your asset doesn't fall into any other type.

Maintenance Type: This optional field provides a way for the agency to track the manner in which a hardware asset is maintained. Select from one of the options in the drop down list. Although the selection is allowed during the input of software assets, it is usually not applicable.

Asset Code: This required field is the lowest level used to organize assets. This field also has OTHER as an alternate selection, in case the asset is truly unique.

Maintenance Vendor: This optional field that contains the vendor that maintains the hardware asset. Although the selection is allowed during the input of software assets, it is usually not applicable.

Model: This optional field contains the model of the hardware asset, at the agency's option. Other identifying information may also be placed here. This field is only present when inputting hardware assets.

Version: This optional field contains the version of the software asset. This field is only present when inputting software assets.

Acquisition Date: This optional field allows the agency to capture the date the asset was purchased. Agencies can also use this field to capture the received date, billed date, or any other alternative date that is more useful to them.

Asset Status: The statutes require GITA to maintain a list of all assets that are "owned, leased or employed" by the State. "Employed" means an asset in use by State employees while doing their jobs, which might be owned by another entity such as the federal government.

Unit Cost: This field contains the cost of the asset.

Disposition: This optional field is used by an agency to retire an asset yet still maintain a record of it. A drop down list provides choices of various ways the asset may leave state service.

Disposition Date: This optional field identifies the date that the asset leaves state service.

Comments: Additional information about the asset may be placed here at the agency's discretion.